



THE REGISTRAR OF VOTERS

Sorting and Receiving Ballots Returned After Election Day

PROCEDURE DOCUMENT - Version 2.0

Sorting and Receiving Ballots Returned After Election Day.

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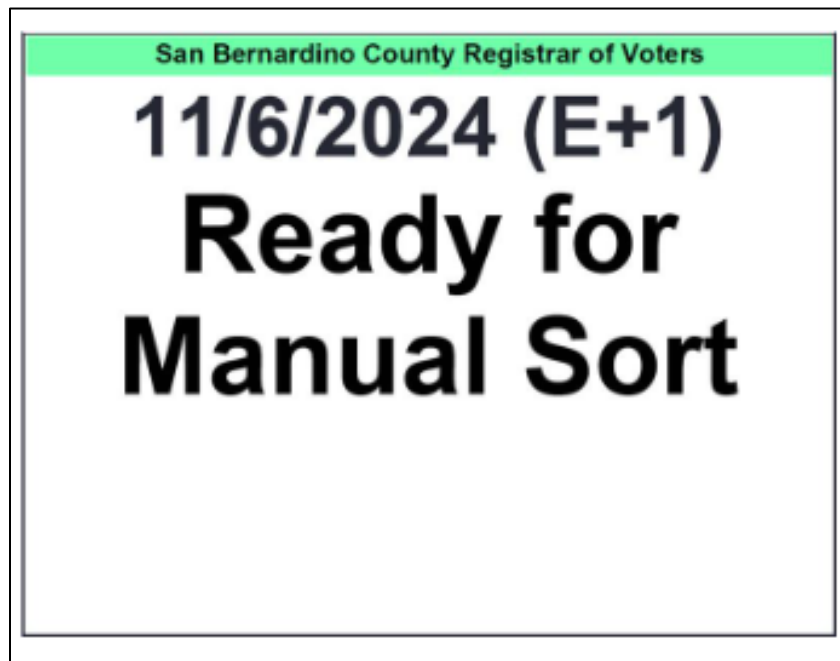
Scope

This procedure is to be used in the Ballot Department for mail that is received after Election Day. This procedure must be performed with caution to ensure that the proper ballots are accounted for, and ballots that are returned too late are coded correctly. This applies to mail received in the Elections Office itself, as well as ballots received from other counties.

Preparing for Mail Ballot Sorting

Setting up the Mail Tray Carts

1. The mail tray carts must first be labeled with the appropriate date of mail arrival. For each day past the election, the appropriate E+Day (E+1 all the way through E+7) and date. The sign itself should read **“Ready Manual Sort”**.



Note: E+1 will be the largest to account for and will take more than one Bakers racks. E+2 and E+3 individually will take one or two Bakers rack.

Sorting Mail

Pre-Sort

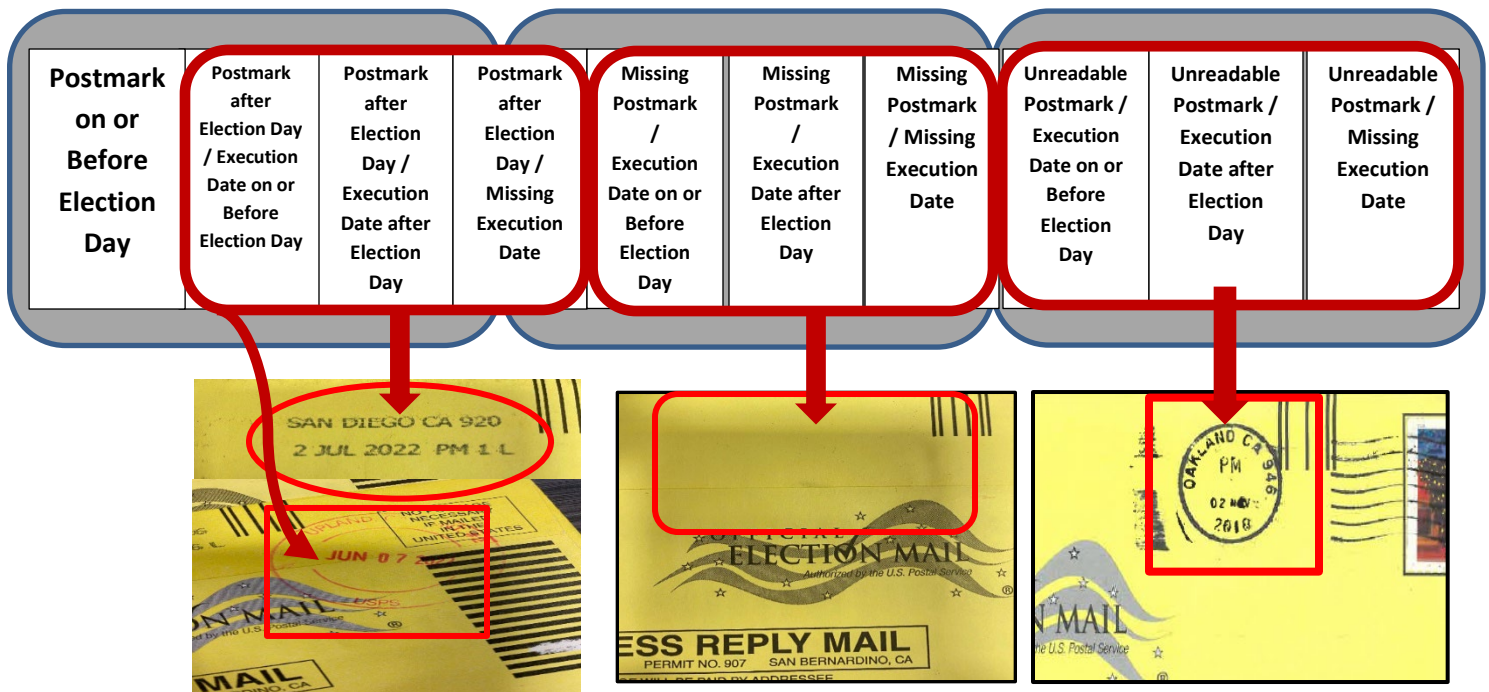
- Carefully sort through the mail trays to remove any non-ballot material, including business reply mail, outgoing mail meant for another department, postage payment statements, and incorrectly delivered envelopes.

Mail Type	Destination
Business Reply Mail (Green)	Challenged Ballot Resolution Team
Business Reply Mail (Red)	Voter Records
Postage Payment Statements	Discard
Incorrectly Delivered Envelopes	Outgoing Mail Tray
UOCAVA (all versions)	A Separate Mail Tray
Other	Ask supervisor

- Set up multiple trays to separate the mail. This should be done on tables with ample space to allow for multiple and simultaneous sorting.

Sorting by Postmark

Mail must be sorted by whether it has a postmark (PM) or not.



Note: "Readable" means that you can read a date, including day, month, and year.

1. Place a binder clip on the Pre-Sorted Mail, postmarked (PMed), and non-postmarked (Non-PMed) trays with the following words written on it: "Ballot Sorting in Progress for E+Day – [Function]". In place of [Function], simply write the names of each of the trays.
2. Sort envelopes with readable and unreadable (fuzzy, scratched out, placed on a stamp, etc.) PMs into the PMed tray. Ballots missing PMs entirely should go into the Non-PMed trays. As this tray fills up, place it onto the rack labeled "On Time" or "Not On Time" and grab a fresh tray, making a new label and E+Day as needed.



Note: Missing Postmark

3. When the Postmarked and Non-Postmarked tray is filled with mail envelope ballots, begin the next sort.

Sorting by Status

1. Binder clips the tray tag label (see below) onto each mail tray and place a check in all the appropriate boxes.

September 14, 2021 • California gubernatorial Recall Election					
Date Received: 9/15/2021		(E + 1)	Tray #:		Total # of Ballots
Ballot Counts By Category		Postmark Status		Execution Date <i>E+1 to E+3 ONLY*</i>	
Mail	_____	<input type="checkbox"/>	After E-Day	<input type="checkbox"/>	By E-Day
UOCAVA	_____	<input type="checkbox"/>	Missing	<input type="checkbox"/>	After E-Day
		<input type="checkbox"/>	Unreadable	<input type="checkbox"/>	None
		<input type="checkbox"/>	By E-Day		
ON TIME					

Note: Mail will be the primary ballot category to mark. UOCAVAs and origami can be accounted for in their own trays after all that day's ballots have been sorted.

Note: 10 trays cover all possible situations. However, **spacing will most likely become an issue.** To preserve space, the most likely scenarios are as follows:

- Postmarked on or before Election Day (E+0)
- Postmarked after Election Day (E+1 and beyond)
- Missing Postmark...
 - w/ execution date (the date written on the ballot) on or before E+0
 - w/o execution date
- Unreadable Postmark...
 - w/ execution date (the date written on the ballot) on or before E+0
 - w/o execution date

2. Sorter Team Member will separate each “On Time” and “Not On Time” ballot envelope in a labeled “On Time” and “Not On Time” 2 ft. mail tray.
3. Next, designated sorter team member will go through each VBM envelope and properly correspond each envelope to their appropriate tray category (e.g. Postmarked On or Before Election Day).
4. Sort the VBMs by status using the following chart for reference.

E+1 through E+7		
Postmarked On or Before Election Day		ON TIME
Postmarked After Election Day	Execution Date On or Before Election Day	NOT ON TIME
	Execution Date After Election Day	NOT ON TIME
	Missing Execution Date	NOT ON TIME
Missing Postmark	Execution Date On or Before Election Day	ON TIME
	Execution Date After Election Day	NOT ON TIME
	Missing Execution Date	NOT ON TIME
Unreadable Postmark	Execution Date On or Before Election Day	ON TIME
	Execution Date After Election Day	NOT ON TIME
	Missing Execution Date	NOT ON TIME

Note: You can fit approximately 220 VBM envelopes to a single 2-ft tray. Keep UOCAVA and Origami off to the side to be sorted and counted separately.

- Replace the full mail trays with a new, empty one, repeating step 1 of this section as needed. Do this until all ballots have been/ in sorted.

Note: Keep all origami and UOCAVA mail ballots for each day separate until all trays have been sorted, then repeat this procedure for just the UOCAVAs, marking the *Ballot Category* as UOCAVA.

Second Sort by Status

- There should be four different 2-ft. and six different 1-ft. mail trays categories as you sort through each “On Time” or “Not On Time” envelope ballot.
- Place all ballot envelopes mail by status (i.e. Postmarked On or Before Election Day, Missing Postmark w/ Missing Execution Date) on their corresponding PMed or Non-PMed trays.
- When a mail tray becomes full, place the tray on the “**Incoming Pass Rack**” that corresponds to the correct source category and E+Day.

Note: Do this for **ON TIME** trays first, then for **NOT ON TIME** trays.

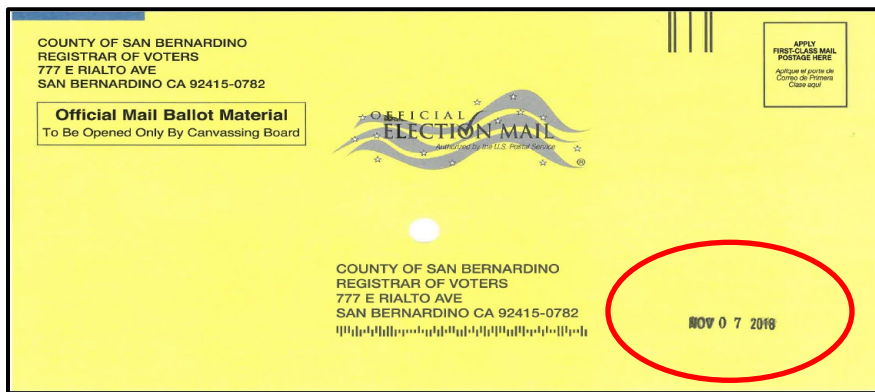
September 14, 2021 • California Gubernatorial Recall Election		
Date Received: 9/15/2021	(E + 1)	Tray #: <input type="text"/>
		Total # of Ballots <input type="text"/>
Ballot Counts By Category	Postmark Status	Execution Date <i>E+1 to E+3 ONLY*</i>
Mail _____	<input type="checkbox"/> After E-Day	<input type="checkbox"/> By E-Day
UOCAVA _____	<input type="checkbox"/> Missing	<input type="checkbox"/> After E-Day
	<input type="checkbox"/> Unreadable	<input type="checkbox"/> None
	<input type="checkbox"/> By E-Day	
ON TIME		

Note: Continue numbering trays sequentially across days! If you end E+1 on tray 78, continue the first of E+2’s trays on 79.

Stamping

Once the trays have been properly recorded on the tags, the **NOT ON TIME** envelopes must be stamped with a “**Returned Too Late**” stamp that lists the current date. The **ON TIME** envelopes must be stamped with the date that they were received.

1. Place the stamp in a place that does not interfere with applying labels or that blocks the machine from reading the barcode; the lower right-hand corner of the ballot should work.



Logging the E+1 through E+7 Counts

1. Once the ballots have been properly sorted, they must be recorded in a spreadsheet.
2. Write down the envelopes counts for each tray, along with the status of that tray (i.e. Tray #1 - Postmarked On or Before Election Day [200]).
3. Enter the totals for each status into the spreadsheet with the current election date located at [file:///L:\Ballot\Ballot_Sorting_Coord\Logs\After Election Day\2023-08-29 ConsolidatedMB Election\Report_UpdatedBallotsReceivedAfterElectionDay_2023-08-29.xlsx](file:///L:\Ballot\Ballot_Sorting_Coord\Logs\After_Election_Day\2023-08-29_ConsolidatedMB_Election\Report_UpdatedBallotsReceivedAfterElectionDay_2023-08-29.xlsx)

California Gubernatorial Recall - September 14, 2021									
VBM and UOCAVA Ballots Received After Election Day									
On Time									
E+1 thru E+7									
Category	Postmarked by Election Day		Missing Postmark but Executed by Election Day		Unreadable Postmark but Executed by Election Day		Category Totals		
	MB	UOCAVA	MB	UOCAVA	MB	UOCAVA	TOTAL MB	TOTAL UOCAVA	
Daily Total of Ballots Received	27,292	62	95	8	11	2	27,398	72	
E + 1 Wed	19313	5	37	0	3	0	19,353	5	
E + 2 Thr	7332	24	9	0	2	0	7,343	24	
E + 3 Fri	607	11	17	3	2	0	626	14	
E + 4 Sat	0	0	0	0	0	0	0	0	
E + 5 Sun	0	0	0	0	0	0	0	0	
E + 6 Mon	36	20	26	5	2	0	64	25	
E + 7 Tues	4	2	6	0	2	2	12	4	
Total MB and UOCAVA	27,292	62	95	8	11	2	27,398	72	
Grand Totals by Category	27,354		103		13		27,470		
Deadline for Tracking Ballots Received after Election Day but Valid : E+7, Tuesday, 09/21/2021									
E+X_(On_Time) E+X_(Not_On_Time) On Time E+1 thru E+7 Too Late E+1 thru E+14 All E+1 thru E+14 Pivot Practice									

Note: There are three important tabs. The first tab, On Time, indicates all ballots that fall under the **ON TIME** status. The second and third tabs are for those listed as **NOT ON TIME**. These include ballots received from E+1 through E+14.

Receiving Mail

Running the Ballots through Incoming (1st) Pass

This follows standard procedure for Incoming (1st) Pass, with the following exceptions:

- When the Data Workflow Lead uploads the **ON TIME** ballots to DIMS.net, he/she must upload the ballots with a return date equal to the date that they were received (E+1 through E+7).
- When the Data Workflow Lead uploads the **NOT ON TIME** ballots to DIMS.net, he/she must alter the date to equal that of the day that they were received (E+1 through E+7). He/she must ALSO apply the challenge code “Ballot Was Not Received on Time” (NOT).

PB Export Files

Date: 11/07/2018

Return Source: MAIL

Challenge Code :

Party:

- BALLOT MISSING FROM ENVELOPE
- VOTER DECEASED
- MISSING OR INCORRECT ADDRESS ON ENVELOPE
- MULTIPLE BALLOTS RETURNED IN ONE ENVELOPE
- BALLOT WAS NOT RECEIVED ON TIME
- PLEASE CONTACT YOUR COUNTY FOR FURTHER INFORMATION.
(OTHER CODES WITH MULTIPLE REASONS)
- VBM BALLOT WAS UNDELIVERABLE
- IN REVIEW
- NON-MATCHING SIGNATURE-1
- NON-MATCHING SIGNATURE-2
- NON-MATCHING SIGNATURE-3

Authorization

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